

BERKELEY LAB MCMaster-CARR WEB ORDERING INSTRUCTIONS



New User

Go to the McMaster-Carr website at
<http://www.mcmaster.com/>

To create an account, click on the **Log in** link in the upper right area of the homepage. Check the “I am new to this website” radio button, then enter a user name (or email address) and a password. Click **Add Password**.

Place an Order

Click on the **Log in** link in the upper right area and enter your user name (or email address) and password. Click **Log In**.

Search for and select the items you want, enter quantities, and add to your shopping cart.

NOTE: If this is your first time placing an order, complete the following section. If not, simply sign in and continue to the next step.

Current Order

About you

- ☐ I have ordered from this website before.
- ☒ I am new to this website.

Contact information

Name
Joe Buyer

Phone number
510-486-1111

E-mail confirmation
joebuyer@lbl.gov

Also e-mail confirmations to

☒ Send e-mail order confirmations

Ship to

Company
Lawrence Berkeley National Lab

Street address
One Cyclotron Road

Building or department (optional)
Bldg 69, MS 971PROC RM 15

City State Zip
Berkeley CA 94720

USA | Other

Attention: Polly Purchaser, 971PROC

☐ Save this name for future orders

Delivery notification

Name (optional) Send text or e-mail to
Joe Buyer, 971 joebuyer@lbl.gov

[Add more recipients](#)

Shipping method

☒ Ground

[Change](#)

Payment method

☒ Open account

☐ Credit card

Send invoice by

☐ Mail

☒ E-mail
joebuyer@lbl.gov

OK CANCEL

Contact information needs to be completed.

Complete with One Cyclotron address regardless of your location. Always provide building 69, along with your *individual mail stop address*.

To add recipient name, click on [Add attention name](#)

Provide Requester name, building and mail stop address.

Use Ground option only. Most orders delivered next day.

Use Open Account as default

Optional-duplicate copy only, no need to provide to Accounts Payable.

Place an Order (cont.)

At checkout, enter your Project and Activity ID in the **Purchase Order** field. *This is a requirement for your order.* When the order is complete, click **Place Order**.

The screenshot shows the McMaster-Carr checkout process. On the left, the 'Current Order' sidebar includes shipping and billing information for Lawrence Berkeley Lab. The main 'Products' section lists three items: 1) 19-8 Stainless Steel Unthreaded Spacer, 2) Plastic Drive Anchor for Concrete, and 3) Light Duty Air-Powered Drill. A red box highlights the 'Purchase order (optional)' field with the instruction 'ENTER PID & ACTIVITY ID HERE'. A red arrow points from this field to a red callout box. A green arrow points from the 'OK' button in the 'Attention' section to the 'Add delivery notification' link. A red callout box contains the following text:

Valid Project and Activity ID Required
Example: 100881-006

Noted exceptions:

- Engineering – In lieu of Project and Activity ID a job order number is required
- Facilities - In lieu of Project and Activity ID a work order number is required

The callout box also includes a diagram showing 'Project ID' and 'Activity ID' separated by a hyphen. The bottom right of the page shows the 'Merchandise total' of \$175.87 and a 'PLACE ORDER' button.

Modify to Requester per order as needed

View an Order

Please see McMaster-Carr's Viewing and Reviewing Orders instructions [here](#).

A complete set of Ordering Products instructions can be found [here](#).